

District manager sought for Snohomish Conservation District

Friday, 22 January 2010

The position of District Manager has been created to implement the natural resource programs established by the Snohomish Conservation District Board of Supervisors. The District Manager is responsible for supervising technical and administrative staff, identifying and obtaining funding, developing new resource management programs, and other functions as directed by the Board of Supervisors. This position is directly responsible to the Board of Supervisors. Funding for this position is subject to the availability of County, State, and local government Interlocal Agreements, grants, and contracts.

Position
Announcement

District
Manager

Salary Range: \$70,000 to \$100,000
per year

Closing Date: February 5th,
2010 4:30 P.M.

Permanent, full-time, with

benefits

Qualifications:

The position requires at least seven (7) years professional experience within an environment of a special interest district, public agency, or a mission based private or non-profit entity, and at least three (3) or more years of management/supervisory experience. A BS/BA degree in General Agriculture, Communications, Environmental, Business or Public Administration, or a related field is required.

To apply for this position:

Applicants must provide a cover letter, a completed application form available from the conservation district office, a resume, and three professional references. The applicant must also provide a "Plan of Action" on how the applicant will expect to meet the needs of the District, as well as the needs and interests of the District's stakeholders as it relates to the Special Assessment. All materials must be received at the Snohomish Conservation District office on or before 4:30 PM, February 5th, 2010. Postmarked applications and FAX applications shall not be considered a substitute for the above requirement.

Job Description

Introduction:

The District Manager will be a strategic, visionary leader who is committed to the mission and values of the district. Excellent communication and interpersonal skills, which incorporate a collaborative style, are essential towards advocating and evangelizing conservation interests. A keen awareness of organizational, community and political dynamics will also be necessary in this role. Equally important will be a sensitivity and empathy to all stakeholders, both large and small, which have a vested interest in the goals of the District. Solid administration and management skills are necessary to ensure smooth operational continuity within this small, committed organization. A high level of integrity, honesty, and professionalism are critical core values required in this role and a sense of humility and humor will be welcome characteristics.

The ideal candidate will have a strong working knowledge of conservation districts, conservation practices and regional environmental issues, preferably within the Puget Sound area. A keen understanding of budgets, finance, grants procurement, and administration are an absolute requirement. A previous track record of successfully working with a board of directors or other elected and/or appointed officials is highly desirable.

Duties:

The position of District Manager has been created to implement the natural resource programs established by the Snohomish Conservation District Board of Supervisors. The District Manager is responsible for supervising technical and administrative staff, identifying and obtaining funding, developing new resource management programs, and other functions as directed by the Board of Supervisors. This position is directly responsible to the Board of Supervisors. Funding for this position is subject to the availability of County, State, and local government Interlocal Agreements, grants, and contracts.

- A.
Assist the district board to carry out its program responsibilities. This shall include coordination of the district's resource management program and the work of all district personnel with the program as outlined in the respective contracts, interlocal agreements and memoranda of understanding.
- B.
Maintain communication between the district and other agency personnel and partners, to assure cooperation and avoid duplication of effort.
- C.
Supervise the activities of the district staff as needed to carry out the responsibilities of the district.
- D.
Seek and maintain adequate funding to carry out the programs established by the Board of Supervisors.

E.
Attend meetings within and outside of the district as directed by the Board of Supervisors. Act as agent or administrative secretary for the Board as needed at such meetings.

F.
Maintain communication between the district, the Farm Service Agency (FSA), and the Natural Resources Conservation Service (NRCS) field office personnel, to assure cooperation and assistance with our federal partners.

G.
Maintain accurate records regarding time-keeping and authorized expenses.

H.
Develop budgets, manage checks and balances, and interpret accounting systems.

Skills and Knowledge:

A.
Technical understanding of surveying, aerial photography interpretation, hydrology, riparian/upland habitat management, forestry practices, structural engineering, publishing, agricultural waste management systems, and miscellaneous minor engineering practices.

B.
Skills in public relations with other units of government.

C.
Ability to be a strong leader, to effectively promote the district vision, execute performance evaluations and develop staff, and communicate effectively to organizations, staff, and partners.

D.
Vision, patience, motivation and enthusiasm.

E.
Ability to prepare grants, contract proposals, and budgets.

F.
Ability to maintain accurate records regarding time-keeping and authorized expenses.

G.

Ability to supervise other staff responsible for carrying out the resource management programs of the district.

H.
Knowledge of written and oral communication techniques to address groups, to prepare informational articles, and to prepare summary work reports.

I.
Ability to use computers to write reports, keep track of work progress, and to supervise others in the use of computers in the office.

I.
Ability to work closely with others in a public office environment.

J.
Ability to have a flexible schedule and be willing to work occasionally outside an 8:00am - 4:30 pm schedule.

K.
Ability to organize and plan own schedule of activities related to work goals set by Board of Supervisors.

L.
Ability and license (WSDL) to operate a motor vehicle for transportation to and from the field.

Training and
Evaluation:

Performance
standards will be developed as needed to assist in evaluating work abilities, and work products.

The Board of Supervisors, in accordance with the State Conservation Commission Guidelines, will evaluate the person in this position periodically. These guidelines include a six-month period of probation and thereafter, evaluations every six months to a year.